

Project Officer: Procurement and Assets operations (P&A)

The International Charitable Foundation "Alliance for Public Health" is a leading non-governmental professional organization which makes a significant impact on the epidemics of HIV/AIDS, tuberculosis, viral hepatitis and other socially dangerous diseases in Ukraine in cooperation with state partners and civil society organizations through providing financial and technical support to relevant programs, which cover over 300,000 members of most vulnerable populations, which is the highest indicator in Europe. Alliance team includes over 100 professionals who are based in Kyiv

Purpose: Procurement and Assets officer will be responsible for coordinating procurement, logistics, stock management activities of the Project as well as coordinating operation of mobile ambulatories (MA) vehicles.

Contract type: civil contract

Core Requirements:

- Relevant University degree (Economics, Accounting, Engineering.);
- 3+ years in similar role;
- Car fleet management experience is highly desirable;
- Procurement experience (preferably in international organizations);
- Experience in assets accounting and inventory management is mandatory;
- Experience with 1C program is a plus;
- Pro-active and energetic approach to problem solving and adoption of policies and procedures;
- Exceptional interpersonal and negotiation skills;
- Ability to communicate effectively with management at all levels of the organization both internally & externally;
- Outstanding organizational and planning skills;
- Excellent written and verbal communication, including attention to detail;
- High level of computer literacy, proficient excel user;
- Written and oral communication skills in Ukrainian, Russian (English is plus);
- Strong commitment to confronting HIV/AIDS and motivation to work.

We offer: work in a dynamic organization with encouraging working environment, attractive remuneration and benefits package, opportunities for professional and career development and growth.

For additional information on the organization as well as its programmatic activities and the positions announced, please visit our web site: <http://www.aph.org.ua/>

How to apply: Please send your CV and a covering letter in English and Ukrainian/Russian to vacancy@aph.org.ua. Subject line should contain "**Project Officer: P&A**".

Deadline for applications: 6 pm, August 31st, 2021

Only successful candidates will be contacted for an interview.

The International Charitable Foundation "Alliance for Public Health" is committed to equal opportunities and welcomes applications from appropriately qualified people from all sections of the community. Qualified people living with HIV/AIDS are particularly encouraged to apply.

DESCRIPTION OF SERVICES

Title: Project Officer: Procurement and Assets operations (P&A)

Department: Program

Contract Type: Civil contract

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RESPONSIBILITIES:

- Rapid tests kits (RTK) and personal protective equipment (PPE) management (procurement requests, distribution, accounting, logistics, monitoring, disposal, maintenance of registers/databases);
- Mobile ambulatories (MA) vehicles management (preparation and processing of all documentation for MA transfer to NGO, accounting, monitoring of timely maintenance check-ups, etc.);
- Inventory management (accounting of tablets, laptops and other assets purchased for project implementation);
- Planning of preventive maintenance of the vehicle and ensuring its processing;
- Control of issued decisions on offenses and control of payment of fines;
- Organization and control of the mandatory technical control;
- Conduct a systematic analysis of working equipment, looking for reserves to improve efficiency;
- Achieving rational use of fuel and avoiding cost overruns for no apparent reason;
- Issuance of the required data, and materials for the preparation of reports to statistical authorities;
- Supervision of technical condition of all assigned vehicles;
- Assistance in resolving disputes and coordinating actions in case of road accidents;
- Providing data to the project manager for long-term forecasting of vehicle operating costs;
- Monitoring prices for services and materials;
- Control of the terms of vehicle insurance, drawing up applications for insurance;
- Managing contracts with service stations for the maintenance of vehicles;
- Drawing up all applications in 1C system, control of payments, data exchange with accounting.
- Active interaction with the implementing partners and other Alliance departments.

REPORTS TO:

Project managers: OCF project manager, MCF project manager